

## A Quick Reference Guide to Aggregate Reporting for “Flu-like Disease”

### Michigan Department of Community Health October 2007

The new aggregate report is very similar to an individual case entry:

1. Select ‘New Aggregate Cases’ from the left toolbar on the entry MDSS screen.

The screenshot shows the MDSS TEST APPLICATION interface. The left sidebar contains a list of options: Cases, New Case, New Aggregate Cases (highlighted with a red circle), Searches, New Search, New Aggregate Search, Disease Specific Search, Case Definitions, Alert Rules, Display, Supplemental, and Forms. The main content area displays a table of case listings with columns: Investigation Status, Disease, Subject, Referral Date, Investigator, and Jurisdiction. The table shows four rows of data. Above the table, there are navigation links like '<< First', '< Prev', and 'Last >'. Below the table, there are search and export buttons.

2. The updated Aggregate Cases form will appear

The screenshot shows the 'Aggregate Investigation Information' form. It includes fields for 'Reportable Condition\*' (a dropdown menu), 'Case Status\*' (a dropdown menu), 'Cases\*' (a text input field), 'Deaths\*' (a text input field), and 'Reporting Period\*' (a dropdown menu). Below these fields, there are sections for 'New Information' and 'Totals', each containing input fields for 'Hospitalized', 'Isolated', and 'Quarantined'. At the bottom, there is a note '\*indicates required items' and buttons for 'Continue', 'Cancel', and 'Help'.

3. Fill in the Aggregate Investigation Information:
  - A. Choose ‘Flu-like Disease’ from the Reportable Condition dropdown.
  - B. Case Status automatically defaults to ‘Confirmed’.
  - C. Enter in the number of aggregate flu-like disease cases from your county. If there are no cases to report, enter ‘0’.
  - D. You now have the option to report on a daily or weekly basis. Choose either ‘Daily’ or ‘Weekly’ from the Reporting Period dropdown based on the time period for which you are reporting cases. Most

health departments will choose to report on a weekly basis, as was previously done. Daily reporting is optional and was designed for potential pandemic influenza reporting. You may enter multiple reports using either a weekly or daily reporting period as this is only used to determine how cases are aggregated when running reports.

- E. The New Information and Totals sections of this page are optional and were designed for potential pandemic influenza reporting.

|  |                                  |  |                      |                                     |         |                                       |       |
|--|----------------------------------|--|----------------------|-------------------------------------|---------|---------------------------------------|-------|
| <a href="#">Cases</a><br><a href="#">New Case</a><br><a href="#">New Aggregate Cases</a><br><a href="#">Searches</a><br><a href="#">New Search</a><br><a href="#">New Aggregate Search</a><br><a href="#">Disease Specific Search</a><br><a href="#">Case Definitions</a><br><a href="#">Alert Rules</a><br><a href="#">Display Supplemental Forms</a><br><a href="#">User Profile</a><br><a href="#">User Directory</a> | <b>Person Providing Referral</b> |  |                      |                                     |         |                                       |       |
|  | First :                          | <input type="text" value="John"/>                | Last :               | <input type="text" value="Smith"/>  |         |                                       |       |
|  | Phone (###-###-####):            | <input type="text" value="517-555-1212"/>        | Ext:                 | <input type="text"/>                |         |                                       |       |
|  | Email :                          | <input type="text"/>                             |                      |                                     |         |                                       |       |
|  | <b>Source Information</b>        |  |                      |                                     |         |                                       |       |
|  | <b>Reporting Source :</b>        | <input type="text" value="local public health"/> | Source Description : | <input type="text"/>                |         |                                       |       |
|  | Phone (###-###-####):            | <input type="text"/>                             | Ext:                 | <input type="text"/>                |         |                                       |       |
|  | Email :                          | <input type="text"/>                             |                      |                                     |         |                                       |       |
|  | Street :                         | <input type="text" value="300 S Capitol"/>       |                      |                                     |         |                                       |       |
|  | City :                           | <input type="text" value="Lansing"/>             | <b>County' :</b>     | <input type="text" value="Ingham"/> | State : | <input type="text" value="Michigan"/> | Zip : |
| <b>Case Notes</b>  |                                  |  |                      |                                     |         |                                       |       |
| <input type="text" value="Test case note for Lyme Disease."/>  |                                  |  |                      |                                     |         |                                       |       |
| <input type="button" value="Save &amp; Finish"/> <input type="button" value="Back"/> <input type="button" value="Cancel"/> <input type="button" value="Help"/>   |                                  |  |                      |                                     |         |                                       |       |

- F. On the next page, choose your Reporting Source. LHDs have the option of individually tracking reports from schools, hospitals, etc. Counts from different sources that are grouped together into one report by the LHD should have 'local public health' selected as the reporting source.
- G. Choose the county that this report is for. District health departments need to enter an aggregate report for each county in the district.
- H. All other information is optional at this time for aggregate reporting of Flu-like Disease.

### Important Points to Remember:

- If a case has already been entered into MDSS as an individual "Influenza" case, do not double count it in the aggregate "Flu-like Disease" counts
- If you enter reports on a daily basis, the MDSS will automatically total them for the week when you run a report.
- It is critical that each county have a report entered by the end of Friday of each week, even if it is '0'. Entering '0' indicates that you have no cases rather than a failure to report. It also gives you a record that you can update because as long as something was previously entered, counts can be adjusted retroactively.
- To edit an aggregate report, search for the report of interest (under 'New Aggregate Search' on the left toolbar) and click the 'Edit' button to view the report.
  - Investigation Status automatically defaults to 'Completed', so the report must be reactivated in order to edit the data.
  - At a LHD, an Administrator is the only role able to open an aggregate report for editing.
  - Don't forget to change the aggregate report to 'Completed' again after editing is complete.